

TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE PAGES 13 thru 17, AND FAX NO LATER THAN: 11:00 AM, AUGUST 15, 2014, FAX NO. (843) 743-2068, OR E-MAIL TO infocharleston@gpo.gov. ANY QUOTES RECEIVED AFTER 11:00 AM WILL NOT BE CONSIDERED.

U.S. GOVERNMENT PRINTING OFFICE
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Tab Dividers

as requisitioned from the U.S. Government Printing Office (GPO) by the

DLA Document Services
Jacksonville, FL

Single Award

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

CONTRACT TERM: The term of this contract is for the period beginning September 1, 2014 and ending August 31, 2015, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 AM, prevailing local time, on August 15, 2014.

ABSTRACT: Attached on the internet (<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Charleston>).

NOTE: Direct all questions concerning these specifications to Bruce Canzanella (843) 743-2036, Ext. 1, or E-mail bcanzanella@gpo.gov. (No collect calls.)

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August, 2002)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SUBCONTRACTING: Subcontracting is not allowed.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (Page related) Attributes -- Level III.
- (b) Finishing (Item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Manuscript Copy

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for periodic pricing revision.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from September 1, 2014 to August 31, 2015, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending May 31, 2014, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2014 through August 31, 2015, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

PAYMENT: Submit all billing to: U.S. Government Printing Office, Comptroller, Stop FMCE, Financial Management Service, Washington, D.C. 20401.

TO INSURE PAYMENT FROM GPO, PLEASE MAKE SURE TO USE THE GPO BAR CODE COVER SHEET WITH YOUR INVOICE. REFER TO THE FOLLOWING WEB PAGE FOR INSTRUCTIONS:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

MODIFICATIONS: If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e. AA's), contractor is **REQUIRED** to contact the Printing Specialist in writing for approval **BEFORE** proceeding.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "Schedule of Prices."

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of tab dividers requiring such operations as composition, printing, die-cutting, laminating, binding, drilling, construction, packing, and distribution.

TITLE: Tab Dividers.

Although this is an option year contract, all estimates will be based upon one year's production.

CATEGORY 1

FREQUENCY OF ORDERS: Approximately 15-20 orders per year.

QUANTITY: Approximately 100 to 3,000 copies per order.

PAGES: The number of tab dividers per order will range from approximately 1 to 42.

TRIM SIZE: 8.5 x 11" plus a 1/2" tab extension. (Overall size is 9 x 11").

PRINTING: Print face only on the tab and body in black ink. Bar code printing on the body will be provided with print order.

BINDING: Orders will collate into sets and box, as specified.

DRILLING: When ordered, drill two round holes, 1/4" in diameter, positioned at the top-center, 2-3/4" from center to center. Center of hole will be 3/8" from top edge of the sheet.

CONSTRUCTION: Die cut 10 positions per bank on the 11" side. Round outside corners. It is anticipated that the majority of the tabs will be 1/10 cut. No reinforcement required. Note: Some orders may require tab extensions on the left and right side of the divider.

DISTRIBUTION: Deliver f.o.b. destination to the following addresses as indicated on the print order:

DLA Document Services, Building 25, 2617 Florida Keys Avenue, MacDill AFB, FL 33621, Attn: B. Frizzell. (Telephone: (813) 828-4646)

US Postal Service, 5405 Cypress Center Drive, Suite 330, 3rd Floor, Tampa, FL 33609-1026, Attn: Kim Lewis. (Telephone: (813) 739-2020)

SCHEDULE: When indicated on the print order, faxed or emailed proofs must be received by the agency within 1 workday after contractor is notified of availability of the print order and materials. Complete production and delivery must be made within 8 to 11 workdays.

CATEGORY II.

FREQUENCY OF ORDERS: Approximately 5-10 orders per year.

QUANTITY: The quantity required will range from 100 to 200 copies per order.

PAGES: The number of tab dividers per order will range from approximately 1 to 8.

TRIM SIZE: 17 x 11" plus a 1/2" tab extension. (Overall size is 17-1/2 x 11").

PRINTING: Print face only or face and back in black ink. For the majority of orders, the body of tab divider will print one side only and tabs will print face and back.

BINDING: Orders will collate in sets and, if not indicated on the print order, band with kraft paper, shrink-film wrap, or box, at contractor's option.

DRILLING: Orders will require drilling of up to 3 round holes, 1/4" in diameter, and positioned on the left side, 4-1/4" center to center.

CONSTRUCTION: Die cut 3,4, or 5 positions per bank on the 11" side. Round outside corners. It is anticipated that the majority of the tabs will be 1/5 cut. Some orders may consist of a mixture of cut positions.

The orders will require the dividers to be reinforced on the binding edge and on the tabs.

Tabs will be reinforced by the lamination method of a single thickness (1.5 mil) of clear plastic, cellulose acetate, polyethylene terephthalate, or equal materials, securely bonded to each side of the divider, shall lap over at least 3/8" on to the base sheet and shall extend at least 3/8" beyond the tab ends. The outer edge of the tab must be smooth.

Binding edge must be reinforced by the lamination method of a single thickness (1.5 mil) of clear plastic, cellulose acetate, polyethylene, terephthalate, or equal materials, securely bonded to the front and back side of the sheet, extending the full 11" length and be approximately 5/8" wide.

DISTRIBUTION: Deliver f.o.b. destination to DLA Document Services, Building 721, McFarland Street, NAS Jacksonville, FL 32212, Attn: Laurie Slaybaugh. (Telephone: (904) 542-3446)

SCHEDULE: When indicated on the print order, faxed or emailed proofs must be received by the ordering agency within 1 workday after contractor is notified of availability of the print order and materials. Complete production and delivery must be made within 7 to 11 workdays.

CATEGORY III.

FREQUENCY OF ORDERS: Approximately 5 orders per year.

QUANTITY: The quantity required will range from 50 to 100 copies per order.

PAGES: The number of tab dividers per order will range from approximately 1 to 600 tab dividers per order.

TRIM SIZE: 8.5 x 11" plus a 1/2" tab extension. (Overall size is 9 x 11").

PRINTING: Print face only or face and back in black ink. Tabs will print face and back.

BINDING: Orders will collate in sets and band with kraft paper not less than 4" in width around the long dimension, or as indicated and specified on the print order.

DRILLING: Order will require drilling of up to 7 round holes, 1/4" in diameter as specified on the print order.

CONSTRUCTION: Die cut 4 or 8 positions per bank on the 11" side. Round outside corners. It is anticipated that the majority of the tabs will be 1/4 cut. Some orders may consist of a mixture of cut positions.

The orders will require the dividers to be reinforced on the binding edge, and on the tabs.

Tabs will be reinforced by the lamination method of a single thickness (1.5 mil) of clear or colored plastic, cellulose acetate, polyethylene terephthalate, or equal materials, securely bonded to each side of the divider, shall lap over at least 3/8" on to the base sheet and shall extend at least 3/8" beyond the tab ends. The outer edge of the tab must be smooth. NOTE: It is anticipated that only 1 order per year will require colored plastic tabs.

Binding edge must be reinforced by the lamination method of a single thickness (1.5 mil) of clear plastic, cellulose acetate, polyethylene, terephthalate, or equal materials, securely bonded to the front and back side of the sheet, extending the full 11" length and be approximately 5/8" wide.

DISTRIBUTION: Deliver f.o.b. destination to Lockheed Martin Space Systems Co, E&A Building 01733, Industry Road (NASA Causeway), Cape Canaveral AFS FL 32925, Attn: J.P. Petit. (Telephone: (321) 476-7166)

SCHEDULE: When indicated on the print order, faxed or emailed proofs must be received by the ordering agency within 1 workday after contractor is notified of availability of the print order and materials. Complete production and delivery must be made within 9 to 12 workdays.

ALL CATEGORIES

GOVERNMENT TO FURNISH: Manuscript, camera copy, or printed copy for reprint orders.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

Print orders.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date carried on the furnished copy, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications. The GPO imprint requirement is waived.

COMPOSITION: It is anticipated that approximately 100% of the orders for Category II will require composition for back side of tab. Rarely will typesetting be required for other categories.

The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications.

When manuscript copy is furnished, the contractor will be required to set type, same or similar to furnished sample. Most orders will require no more than 3 lines to be set per divider.

PROOFS: The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted. The majority of orders do not require proofs; however, an occasional order may require that the contractor fax or e mail a proof to the ordering agency. Approval/disapproval of the proof will be transmitted to the contractor within 1 workday after the ordering agency has received the fax proof.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

All paper used in each copy must be of a uniform shade.

White Index, basis weight: 90 and 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

MARGINS: Margins will be as indicated on the print order or furnished copy.

PACKING: Box in suitable units using care to ensure that tabs are not damaged.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers. Containers must be marked 1 of 4, 2 of 4, 3 of 4, etc., when applicable.

DISTRIBUTION: Deliver f.o.b. destination to: DLA Document Services, Attn: Laurie Slaybaugh, Building 721, McFarland Street, Naval Air Station, Jacksonville FL 32212.

For each order placed, contractor must notify the ordering agency on the same day that the product ships via e-mail sent to Laurie.Slaybaugh@dla.mil AND infocharleston@gpo.gov. The subject line of this message shall be "Distribution Notice for Program 6429-S, Jacket XXX-XXX, P.O. XXXXX, Print Order XXXXX." The notice must provide all applicable tracking numbers, shipping method, and title of product. Contractor must be able to provide copies of all delivery and shipping receipts upon agency request.

RECEIPT FOR DELIVERY: Contractor must furnish his own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

All expenses incidental to picking up and returning Government furnished materials, submitting proofs, and furnishing samples must be borne by the contractor

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to: DLA Document Services, Attn: Laurie Slaybaugh, Building 721, McFarland Street, Naval Air Station, Jacksonville FL 32212.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices."

CATEGORY I

I.	(1)	(2)
(a)	504	9,073
(b)	504	9,073
(c)	XXX	9,073
II. (a)	9,073	
III. (a)	1	
(b)	9,073	

CATEGORY II

I.	(1)	(2)
(a)	1	1
(b)	36	49
(c)	10	21
(d)	XXX	49
(e)	XXX	1

II. (a) 50

III. (a) 50
(b) 50
(c) 50
(d) 50
(e) 10
(f) 1

CATEGORY III

I.	(1)	(2)
(a)	1	1
(b)	720	360
(c)	XXX	360
(d)	XXX	1

II. (a) 180

III. (a) 4
(b) 361
(c) 361
(d) 331
(e) 30
(f) 361

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Charleston GPO. If such orders are placed by the agency, and no Modification is received from the Charleston GPO, the contractor is to notify GPO Charleston immediately. Failure to do so may result in nonpayment.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per-100 rate.

(Initials)

CATEGORY I

I. PRINTING, CONSTRUCTION, AND DISTRIBUTION: (Prices per unique divider, any tab position).

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Tab printed one side	\$ _____	\$ _____
(b) Body printed one side	\$ _____	\$ _____
(c) Die-cutting 1/10 cut.....per 100 tab dividers.....	\$ <u>XXX</u>	\$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of sheets will be based on each page-size divider.

Per 100 dividers

(a) White Index (90-lb.)\$ _____

III. ADDITIONAL OPERATIONS:

(a) Drilling (each run)per 100 tabs\$ _____

NOTE: Three holes will be the maximum for any one run.

(b) Collating into setsper 100 tabs\$ _____

(Initials)

CATEGORY II

I. PRINTING, CONSTRUCTION, AND DISTRIBUTION: (Prices per unique divider, any tab position).

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Tab printed one side	\$ _____	\$ _____
(b) Tab printed two sides	\$ _____	\$ _____
(c) Body printed one side	\$ _____	\$ _____
(d) Die-cutting 1/3, 1/4, or 1/5 cutper 100 tab dividers.....	\$ <u>XXX</u>	\$ _____
(e) Die-cutting any cut other than 1/3, 1/4, or 1/5 cutper 100 tab dividers.....	\$ <u>XXX</u>	\$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of sheets will be based on each page-size divider.

Per 100 dividers

(a) White Index (110-lb.)\$ _____

III. ADDITIONAL OPERATIONS:

(a) Drilling (each run)per 100 tabs\$ _____

NOTE: Three holes will be the maximum for any one run.

(b) Collating into setsper 100 tabs\$ _____

(c) Tab reinforcement (clear)per 100 tabs\$ _____

(d) Binding edge reinforcementper 100 tabs\$ _____

(e) Shrink-film wrappingper 100 wraps\$ _____

(f) Banding with kraft paper bands.....per 100 bands\$ _____

(Initials)

CATEGORY III

I. PRINTING, CONSTRUCTION, AND DISTRIBUTION: (Prices per unique divider, any tab position).

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Tab printed one side	\$ _____	\$ _____
(b) Tab printed two sides	\$ _____	\$ _____
(c) Die-cutting 1/3, 1/4, or 1/5 cutper 100 tab dividers.....	\$ <u>XXX</u>	\$ _____
(d) Die-cutting any cut other than 1/3, 1/4, or 1/5 cutper 100 tab dividers.....	\$ <u>XXX</u>	\$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on each page-size divider.

Per 100 dividers

(a) White Index (90-lb.)\$ _____

III. ADDITIONAL OPERATIONS:

(a) Banding with kraft paper bands.....per 100 bands\$ _____

(b) Drilling (each run)per 100 tabs\$ _____

NOTE: Three holes will be the maximum for any one run.

(c) Collating into setsper 100 tabs\$ _____

(d) Tab reinforcement (clear)per 100 tabs\$ _____

(e) Tab reinforcement (colored).....per 100 tabs\$ _____

(f) Binding edge reinforcementper 100 tabs\$ _____

(Initials)

BIDDER'S NAME AND SIGNATURE: Fill out and return "Section 4. – Schedule of Prices", initial or sign in the space provided.

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: percent, calendar days.
(Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).)

BIDDER: _____

(Street Address – City – State – Zip Code)

BY: _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Fax Number)

CONTRACTOR CODE: _____

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE PAGES 13 thru 17, AND FAX NO LATER THAN: 11:00 AM, AUGUST 15, 2014, FAX NO. (843) 743-2068, OR E-MAIL TO infocharleston@gpo.gov. ANY QUOTES RECEIVED AFTER 11:00 AM WILL NOT BE CONSIDERED.

PLEASE: Do not fax or e-mail double sets or extra forms that have not been requested. Transmit only pages 13 through 17 of these specifications with all of the information completed as requested.